



Stacy Steffensen, Commission Department Director

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STAFF REPORT

Agenda Items:

- Transfer of funds to Fire Dept Fund—Vicki has provided a staff report.
- Declare property as surplus—Vicki has provided a staff report. This is property the county has taken tax deed to. The board will need to state how you wish to dispose of this property as part of the motion. Typically it is done through public auction.
- Declare highway shop as surplus—This building has been razed to allow for the construction of the new facility.
- Agreement with designArc LLC—This is an agreement for architectural services to design the new highway shop in Sinai.
- Agreement with SDDOT—This is an agreement concerning the railroad crossing on 34th Avenue.
- Right-of-Way Agreement—Routine right-of-way agreement submitted by Sioux Valley Energy.
- Board Appointment—We advertised the Planning & Zoning Commission appointment as ‘open until filled’ since we had not received any applications after the first deadline. Mr. VandeWeerd submitted his application on April 12, 2016.
- Work Plans—The departments have updated their short- and long-range plans for the board’s review.
- Equalization Boards—The board must convene as the Board of Equalization to take action on two items: The applications for tax exempt status and the Dorothy Ishol appeal.

Director’s Report:

- We have a commission meeting scheduled for June 7th, followed by budget hearings that afternoon. However, that is Primary Election Day and the board will need to canvas the election on Thursday, June 9th. Because the Finance Office will be busy with the election, holding the budget hearings on the 7th will not work for them. We could move both the meeting and the budget hearings to Thursday, June 9th if it works for the board. We will also need to schedule a special meeting on Thursday, November 10th to canvas the votes from the General Election on November 8th.
- The updated surplus cash analysis history is included with my report.
- The board received an invitation to attend the Elkton Fire Department’s County Feed at the Elkton Community Center on Monday, April 25th. The social hour is from 5:30 - 6:30, followed by the meal.

Upcoming Dates:

- Monday, April 25, 5:30 p.m.—Elkton Fire Department's County Feed at the Elkton Community Center.
- Thursday, May 19, 8:30 a.m. - 12:30 p.m.—FEMA Crisis Leadership Management Course, Brookings City & County Government Center.
- Tuesday, May 24, 8:00 a.m. - 12:00 p.m.—Cybersecurity Training, Brookings City & County Government Center.
- Wednesday, May 25th-Thursday, May 26th—Active shooter training sessions

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is fluid and elegant, with a large loop at the end of the last name.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota